

ORDINANCE NO. 17-08

AN ORDINANCE TO AMEND ORDINANCE NO.25-07, THE
2008 WASTEWATER TREATMENT UTILITY SALARY SCHEDULE
AS SUBMITTED BY THE BOARD OF PUBLIC WORKS AND SAFETY
FOR APPROVAL BY THE COMMON COUNCIL OF THE
CITY OF WEST LAFAYETTE, INDIANA

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE:

SECTION 1.

The Board of Public Works and Safety has established that the salary and pay schedule for the elected and appointed officers and employees working with the Wastewater Treatment Utility of the City of West Lafayette shall be as herein set forth and continue thereafter until duly changed and requests that such schedule be approved by the Common Council.

(A) From the revenues of the Wastewater Treatment Utility of said City for services other than governmental connected with the operation thereof, additional compensation shall be paid to certain officials of said City from the operation thereof as follows:

<u>Position</u>	<u># Hours/ Workweek</u>	<u>FLSA</u>	<u>Biweekly (\$)</u>		<u>Biweekly Annualized (\$)</u>	
			<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Mayor		Exempt		1,048.51		27,261.26
City Attorney*		Exempt	278.74	298.58		7,763.08
City Engineer	40	Exempt	112.96	390.01		10,140.26
Clerk-Treasurer		Exempt		900.81		23,421.06
Accounts Payable Administrator	37.5		208.17	216.60		5,631.60
Payroll/Banks Administrator	37.5		377.22	404.67		10,521.42
Accounts Receivable/Parking Administrator	37.5		184.53	199.27		5,181.02
Human Resources Director	37.5	Exempt	269.85	362.69		9,429.94

*Subject to the Agreement entered into the 29th day of July 2000 and made part hereof. This agreement shall be in effect January 1, 2001.

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(B) Operations

			Biweekly (\$)		Biweekly Annualized (\$)	
<u>Position</u>	<u># Hours/ Workweek</u>	<u>FLSA</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Utility Director	40	Exempt	2,350.34	2,467.85	61,108.84	64,164.10
Public Works Director			1,233.92	1,360.93	32,081.92	35,384.18
Street Commissioner	40	Exempt	493.57	544.37	12,832.82	14,153.62
Superintendent	40	Exempt	2,189.76	2,345.65	56,933.76	60,986.90
Maintenance Supervisor	40	Exempt	1,646.42	2,131.75	42,806.92	55,425.50
Operations Supervisor	40	Exempt	1,646.42	2,094.52	42,806.92	54,457.52
Instrumentation/Data Process	40	Exempt	1,646.42	2,380.66	42,806.92	61,897.16
Information Services/Instrumentation Technician	40		1,391.27	1,817.98	36,173.02	47,267.48
Laboratory Manager	40	Exempt	1,586.13	1,991.24	41,239.38	51,772.24
Assistant Laboratory Manager	40		1,539.53	1,738.28	40,027.78	45,195.28
Administrative Assistant	40		1,034.67	1,370.63	26,901.42	35,636.38
Assistant City Engineer	37.5	Exempt	1,608.96	2,308.10	41,832.96	60,010.60
Engineering Assistant	37.5	Exempt	362.33	395.67	9,420.58	10,287.42
Data and Project Administrator	37.5	Exempt	1,379.61	1,680.03	35,869.86	43,680.78
Operator	40		1,080.85	1,586.55	28,102.10	41,250.30
Maintenance/Operator	40		878.15	2,030.33	22,831.90	52,788.58
Laboratory Technician	40		1,080.85	1,539.53	28,102.10	40,027.78
Collections Systems/GIS Supervisor	40	Exempt	1,646.42	2,134.81	42,806.92	55,505.06
Inspector	40		878.15	1,762.26	22,831.90	45,818.76
Accounts Receivable Administrator	40		1,129.00	1,326.94	29,354.00	34,500.44
Accounting Clerk/Receptionist	40		506.23	684.89	13,161.98	17,807.14
Financial Manager	30		18.87/hour	23.04/hour	29,437.20	35,942.40

(C) Collection System

<u>Position</u>	<u># Hours/ Workweek</u>	<u>FLSA</u>	<u>Clothing Allowance</u>	<u>Biweekly (\$)</u>		<u>Biweekly Annualized (\$)</u>	
				<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Assistant Foreman/Equipment Operator	40		\$600.00	1,043.58	1,597.73	27,133.08	41,540.98
Equipment Operator/Laborer	40		\$600.00	806.55	1,532.60	20,970.30	39,847.60
Foreman/Equipment Operator	40		\$600.00	1,043.58	1,645.65	27,133.08	42,786.90

Additional Statements:

1. Employee pay will be increased for each Sacramento course passed and each level of IDEM Certification achieved according to the following schedules. The Board of Works shall approve all pay increases upon presentation of Certification. For Sacramento courses, pay increases will be retroactive to the first day of the month specified on the Certification of Completion for each Sacramento course. For IDEM Certifications, pay increases shall be retroactive to the date of the IDEM examination. An employee shall be paid for the total of all courses and/or certification levels achieved.

Schedule of Sacramento Course Pay

\$250.00 each course, up to four (4) courses

Schedule of IDEM Certification Pay

Class I	\$1,000.00	Class A	\$125.00
Class II	\$1,000.00	Class B	\$125.00
Class III	\$1,000.00	Class C	\$125.00
Class IV	\$1,000.00	Class D	\$125.00

2. Employees assigned to work any hours on the 2nd shift shall receive an additional \$0.25 per hour compensation. Employees assigned to work any hours on the 3rd shift shall receive an additional \$0.50 per hour compensation.

SECTION 2.

This salary and pay schedule indicates the salary ranges for each position with the actual rate to be established by the Department Head. Any incentive pay, certification and/or home study courses are in addition to the salary and pay schedule listed above.

SECTION 3.

The hourly rate for all non-exempt full-time civilian employees shall be calculated by dividing the biweekly salary by 80, for employees with a regularly scheduled workweek of 40 hours and dividing the biweekly salary by 75 for employees with a regularly scheduled workweek of 37.5 hours. This section does not apply to the Financial Manager position.

SECTION 4.

The regularly scheduled work day shall include a 30-minute paid lunch period which is considered hours worked for the computation of overtime pay or earning compensatory time.

SECTION 5.

The part-time personnel salary range shall be a minimum of \$5.85/hour [\$6.55/hour on July 24, 2008] to \$16.97/hour, subject to the approval of the Board of Public Works and Safety.

SECTION 6. HOLIDAY PAY

All employees will be paid holiday pay for working on a City holiday at their regular rate of pay. In addition to holiday pay, all employees will receive either pay at two times the regular rate of pay or compensatory time at two times for each hour worked on Thanksgiving and Christmas Day. On all other City holidays, employees will receive in addition to holiday pay, either pay at one and one-half times the regular rate of pay or one and one-half times compensatory time for hours worked on a City holiday. Exempt employees shall receive compensatory time only for hours worked on a City holiday.

SECTION 7.

The City shall pay the required 3% annuity savings account contribution on behalf of each employee who is a member of the Public Employees Retirement Fund (PERF) as allowed per IC 5-10.3-7-9.

SECTION 8.

Clothing allowance will be paid two times a year (the date to be decided by the Clerk-Treasurer) to designated employees.

SECTION 9.

The payroll week shall be the calendar week beginning Saturday and ending Friday. The payroll period shall consist of two (2) consecutive weeks. The pay date shall be the Friday after the end of the payroll period.

SECTION 10.

This ordinance will be effective for, and including, the pay period ending December 28, 2007, and will continue through the pay period ending December 12, 2008, **with the amendment to add the Street Commissioner position and remove the Public Works Director position, effective June 3, 2008.**

SECTION 11.

This Ordinance shall be in full force and effect from and after its passage and signing by the Mayor.